

DD/S 57-2527

13 August 1957

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: Candidates to Attend Fixed Quota Schools

1. According to the procedure generally agreed upon by the CIA Career Council at their meeting on 1 March 1956, the Deputy Directors shall submit two candidates for each of the quotas assigned to this Agency by the Defense Colleges and the School of Business Administration at Harvard University. The following table indicates the Agency quotas, the months during which applications of the Director's candidates must be transmitted by the Agency and the months in which the courses convene and end.


SCHOOL	QUOTA	DATE APPLICATIONS MUST BE FILED	COURSE CONVENES	COURSE ENDS
National War College	2	March 1958	Aug 1958	June 1959
Industrial College of the Armed Forces	1	March 1958	Aug 1958	June 1959
Armed Forces Staff College	1	Nov 1957	Feb 1958	July 1958
	1	May 1958	Aug 1958	Jan 1959
Army War College	2	Feb 1958	Aug 1958	June 1959
Naval War College	1	Feb 1958	Aug 1958	June 1959
Air War College	1	Feb 1958	Aug 1958	June 1959
Advanced Management Course at the Harvard University Graduate School of Business Administration	1	Nov 1957	Feb 1958	May 1958
	1	April 1958	Sep 1958	Dec 1958

~~S-E-C-R-E-T~~

2. Attached are additional copies of this memorandum for distribution to the Career Service Boards under your jurisdiction. These boards should review all eligible persons for whom they are responsible and also consider the names of any persons who may have applied. Your nominees may be drawn from those recommended by the Heads of the Career Services. The CIA Career Council will recommend to the Director, candidates and alternates for the 1958 courses. The Director will make the final determination.

3. Your attention is invited to the fact that our nominees for the Armed Forces Staff College are expected to have "Q" clearances prior to arrival at the college. Since "Q" clearances take from four to six months to process, it is requested that your nominations for the Armed Forces Staff College be submitted on or before 2 September 1957 in order to allow time to process a candidate for the February course.

4. It will be appreciated if your nominations for each of the other schools are forwarded to the Executive Secretary of the CIA Career Council on or before 16 September 1957. The Council will consider these nominations as soon as possible thereafter. Nominations may be made in memorandum form presenting the qualifications and justification for consideration. Minimum qualifications for such assignments are specified in the Office of Training Catalog of Courses.


MATTHEW BAIRD
Director of Training

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